

COMO ACTIVAR SU SEGUNDO PASO DE SEGURIDAD PARA PODER CAMBIAR SU PASSWORD DE ACCESO EN MICROSOFT OFFICE 365

Para poder cambiar su password de forma automática si necesitad de la intervención del administrador, Microsoft requiere un Segundo paso de seguridad para poder validar que usted es el dueño de la cuenta (Two Step verification). Seleccione **Next**

Parte 1



More information required

Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

[Next](#)


Parte 2

Seleccione el método de validación deseado ya sea su celular o una cuenta alterna de email que no sea el institucional que registro en la cuenta.

don't lose access to your account!

To make sure you can reset your password, we need to collect some info so we can verify who you are. We won't use this to spam you - just to keep your account more secure. **You'll need to set up at least 1 of the options below.**

 Authentication Phone is not configured. [Set it up now](#)

 Authentication Email is not configured. [Set it up now](#)

finish

cancel


Verifique que haya recibido el código de validación.


Paso 3

Una vez validado la autenticidad de su cuenta seleccione **Finish**

don't lose access to your account!

Thanks! We'll use the info below to recover your account if you forget your password. Click "finish" to close this page.

 Authentication Phone is set to +1787 5902338. [Change](#)

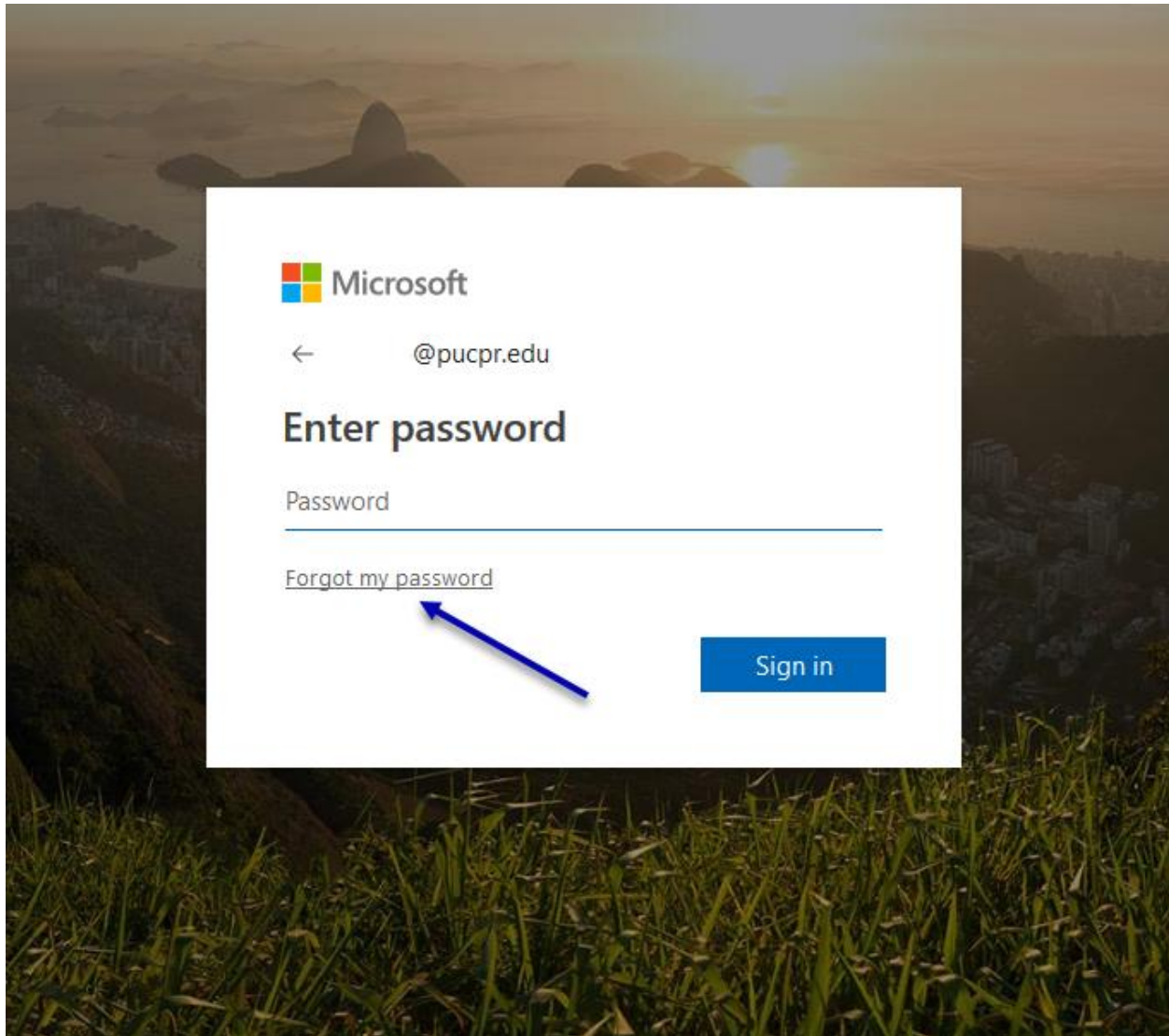
 Authentication Email is not configured. [Set it up now](#)

finish

cancel

CAMBIAR SU PASSWORD

Paso 1



Entre su user name institucional (email) y seleccione **Forgot my password**

Paso 2

Microsoft

Get back into your account

Who are you?

To recover your account, begin by entering your user ID and the characters in the picture or audio below.

User ID:

Example: user@contoso.onmicrosoft.com or user@contoso.com



Enter the characters in the picture or the words in the audio.

Next

Cancel

Entre en código de seguridad que la pantalla le presenta y seleccione **Next**

Paso 3

Get back into your account

verification step 1 > choose a new password

Please choose the contact method we should use for verification:

Email my alternate email

Text my mobile phone

Call my mobile phone

You will receive an email containing a verification code at your alternate email address (ta*****@pu.cpr.edu).

Email

[Cancel](#)

Seleccione el método que había seleccionado anteriormente de validación ya sea el email o el envío del código al celular registrado en su cuenta.

Get back into your account

verification step 1 > choose a new password

Please choose the contact method we should use for verification:

Email my alternate email

Text my mobile phone

Call my mobile phone

We've sent you a text message containing a verification code to your phone.

909074

Next

[Try again](#)

[Contact your administrator](#)

[Cancel](#)

Seleccione **Next**

Paso 4

Seleccione su nuevo password y dele **Finish**

Microsoft

Get back into your account

verification step 1 ✓ > **choose a new password**

* Enter new password:

Password strength

* Confirm new password:

A strong password is required. Strong passwords are 8 to 16 characters and must combine uppercase and lowercase letters, numbers, and symbols. They cannot contain your username.

Finish

Cancel